

# Administrative Office of the Courts

The Administrative Office of the Courts (AOC) carries out the official actions of the Judicial Council, which has policy- and rule-making authority for the state court system (Cal. Const., art. VI, § 6). The AOC operates under the supervision of the Administrative Director of the Courts.

## **COUNCIL AND LEGAL SERVICES DIVISION**

The Council and Legal Services Division provides a variety of legal and policy-related services to the judicial branch. These include legal representation of the Judicial Council and the appellate and trial courts, drafting of California Rules of Court and Forms, legal and technical assistance to the courts and attorneys handling cases involving children and families, research and policy development on court administration issues, distribution of information to the public and press on the council and the courts, and serving as Secretariat to the Judicial Council.

## **TRIAL COURT SERVICES DIVISION**

The Trial Court Services Division addresses the ever-changing needs of California trial courts and supports policy development and implementation as directed by the Judicial Council. The division supports both courts and council in areas such as developing equitable trial court financing under new funding laws; ensuring efficient management of resources by assisting in court coordination and unification; assigning retired judges to courts with critical backlogs; ensuring that trial courts provide qualified interpreters; improving services to family courts; advancing the work of collabo-

rative justice by encouraging drug, domestic violence, and teen peer courts; analyzing the impact of new legislation on court operations; streamlining traffic procedures; and easing the burden of jury service. In addition, the division assists the state's presiding judges, court executives, and smaller jurisdictions through research, facilitation, and staffing and by advancing their policy advice.

## **EDUCATION DIVISION**

The Education Division provides a comprehensive statewide educational program to judges and judicial branch staff at both the trial and appellate court levels. Educational policy guidance is provided by the Governing Committee of the Center for Judicial Education and Research (CJER). More than 40 program offerings reach approximately 3,100 participants annually. CJER maintains an audio- and videotape library accessed by some 2,100 judicial officers each year. CJER also publishes a variety of benchbooks, benchguides, and other practice aids for judges.

## **OFFICE OF GOVERNMENTAL AFFAIRS**

Based in Sacramento, the Office of Governmental Affairs (OGA) promotes and maintains positive relations with the legislative and executive branches and advocates on behalf of the Judicial Council in regard to legislative matters. The office identifies bills of interest, assists the Policy Coordination and Liaison Committee in formulating positions on bills, conducts fiscal analyses of key legislation, and participates in legislative proceedings in order to represent the

council effectively. The office is also responsible for coordinating trial court funding and judicial branch budget advocacy.

## **FINANCE BUREAU**

The Accounting, Budget, and Business Services/Facilities Units form the Finance Bureau, which provides an integrated program of budget planning, asset management, accounting, procurement, contract management, and facility coordination to the judicial branch and the trial courts.

## **HUMAN RESOURCES BUREAU**

The Human Resources Bureau provides a full range of human resources services to the appellate courts and the AOC. The bureau's Personnel Management Unit offers policy and consultation services in the areas of recruitment, selection, and classification and compensation; facilitates organizational development and training; and maintains the PeopleSoft Management Information System. The Risk and Benefits Management Unit develops policies and administers programs related to risk management, pay and benefits, performance management, equal employment opportunity, and employee relations. Finally, the Trial Court Assistance Unit worked with a task force to develop a new personnel structure for employees of the state trial courts and will coordinate the implementation of the final structure adopted by the Legislature.

## **INFORMATION SERVICES BUREAU**

The Information Services Bureau's scope of responsibility has broadened to include planning and coordination of technological developments in the judiciary. The bureau is composed of four units: Technology Policy and Planning develops standards, implements policy direction, and coor-

dinates technology efforts for the judicial branch; Information Resource Management is responsible for the development of data collection and dissemination of court-related data and statistics; Information Systems Development develops, acquires, and maintains mission-critical systems for the AOC and the appellate courts; and Technical and User Support provides systems support and training to the appellate courts and AOC users in the implementation and use of technology.

## **APPELLATE COURT SERVICES**

The Appellate Court Services Unit provides staff coordination for the Judicial Council's administrative presiding justices, the Judicial Retention Election Task Force, and the Appellate Indigent Defense Oversight Advisory Committee, and serves as liaison to the appellate court clerks and administrators. In addition, the unit is responsible for managing the court-appointed counsel program that provides appellate defense representation for indigents.

## **ADMINISTRATIVE SUPPORT UNIT**

The Administrative Support Unit (ASU) provides a wide variety of services to the AOC, the Supreme Court, and the Courts of Appeal. Included are graphic design, editing, print production, mail processing, transportation, judicial rosters, and central reception. Other responsibilities include copying, mailing, main receptionist services, and general assistance. Additionally, the unit operates the Judicial Council Conference Center, a state-of-the-art facility for the Judicial Council's and AOC's education programs, conferences, seminars, and meetings.